



**Washington State Department of Health
Public Health Laboratory
Risk and Safety Assessment**

**Project Stakeholder Group
Meeting Schedule
May – December, 2008**

SCHEDULE OF MEETINGS

Meetings of the Stakeholder Group will be held beginning on May 27 and continue through December 2008. All meetings of the Group will be held at the Public Health Laboratory.

The Stakeholder Group will be facilitated by Margaret Norton-Arnold. In this capacity, Margaret will work closely with Laboratory staff and Group members to determine meeting topics and themes, and to ensure that all information is provided to members well in advance of the scheduled meeting. Margaret will facilitate meeting discussions to ensure that all members have the opportunity to equally participate and share their views. Margaret will also work with members in between the meetings if sticky issues emerge that require additional time to resolve, and also to ensure that Group members are fully engaged and satisfied with the process.

Meeting One

Tuesday, May 27

3:00-6:00 p.m.

Introductory Meeting

This meeting will serve as an introduction; Stakeholder Group members will get to know one another, as well as various Department of Health staff members. The Group will be provided with an overview of the Public Health Laboratory, including its role in protecting public health, and the operational and safety procedures that are currently in place at the Laboratory.

In addition, the Stakeholder Group will be provided with an overview of the scope of work that will be used for the consultant team that will conduct the Risk and Safety Assessment. Group members will ask clarifying questions about the scope of work, identify areas they may have concerns about, or where they see “gaps” in the scope, and generally share their opinions and perspectives on the consultant tasks ahead. Based on the group’s feedback, the scope of work may be modified.

Also at this meeting, the Stakeholder Group will review and comment on the community outreach plan that will be implemented throughout the Risk and Safety Assessment process. And, the group will review and comment on the schedule, ground rules, and operating parameters that have been put in place for their committee process.

Meeting Two

July 11, 2008

9:00 a.m. - Noon

Review of Consultant SOQs

Once the scope of work has been finalized, national advertising will be placed to request Statements of Qualifications (SOQs) from consulting teams. The Department of Health will review proposals submitted in response to this request, and create a “short-list” of consultant teams that will be invited to interview.

At this meeting, DOH staff will walk through the process they used to identify this short list. The review team will share with the Stakeholder Group:

- The criteria used to evaluate the SOQs
- A score, or rating, for each proposal
- Particular positive attributes of the consulting teams on the short list
- The rationale for the review team’s short-list decisions

Stakeholder Group members will have the opportunity to ask questions of the review team, as well as share their perspectives on the rationale and results of the short-listing process. At this meeting the full Stakeholder Group will also identify the questions they believe are most important to ask of consultants during the interviews.

Meeting Three

July 18

Sub-committee to Participate in Consultant Interviews

Three stakeholder representatives will participate with the Department of Health in the consultant team interviews

Meeting Four

August 18

1:00-4:00 p.m.

Kick-Off Meeting with Consultant Team

Once the consultant team has been selected, the Stakeholder Group will meet to be introduced to the team, and to review and discuss the upcoming assessment process. The consulting team will present their credentials to the full Group, describe the process they will use to conduct the assessment, and also describe key schedule milestones and deliverables for the project.

Group members will ask questions of the team in order to clarify expectations, and will also be invited to share their opinions and perspectives on the work ahead. Based on their discussion, the consultant team may modify its approach to various tasks, and/or the way in which it is describing those tasks to both the Group and to the general public.

Meeting Five

September 26, 2008

3:00-6:00 p.m.

Mid-Point Review with Consulting Team

At a reasonable mid-point in the assessment process, the consultant team will review the results of their work with the Stakeholder Group. This is likely to include an explanation of the areas of the Laboratory that have been examined, preliminary findings and recommendations, and an update on the remainder of the work to be completed.

Group members will be invited to ask clarifying questions, highlight if they see any “gaps” in the work completed, provide their opinions on the way in which the preliminary results are being presented, and share their perspectives on the remainder of the work to be completed.

Based on the comments of the Stakeholder Group, consultant team members may conduct further analysis in key areas, and/or make changes in the way in which they are describing either their process or the assessment results.

Meeting Six

October 24, 2008

Completion of Draft Assessment

The Stakeholder Group will meet again when the Draft Risk and Safety Assessment has been completed. The consulting team will provide Group members with a comprehensive overview of the assessment, as well as their findings, conclusions, and recommendations.

Group members will ask clarifying questions, share their opinions on the work completed to date, and highlight any concerns or issues about the work. They will also provide advice on the best way to “roll out” the assessment to the general public, including how the findings and recommendations should be presented, and their recommendations on the best venues/formats to use in presenting those findings.

Based on the discussion at this meeting, the consultant team may conduct additional analysis, and/or modify the way in which information is being presented in the assessment report. Stakeholder Group comments will be used to shape and influence public dissemination of the assessment results.

Meeting Seven

Mid-December 2008 Presentation to the Shoreline City Council

The Shoreline City Council has taken a keen interest in the risk assessment process. At the conclusion of its work, the Stakeholder Group will present the results of the committee process to the Council, including the ways in which the Group has influenced the Risk and Safety Assessment, as well as the Group's recommendations on a long-term communication program between the Public Health Laboratory and the Shoreline community. This presentation to the Shoreline City Council will occur in a timeframe that is close to the final release of the Risk and Safety Assessment, which is currently anticipated for mid-December.